



<b>QUALITY PROCEDURE</b>	<b>QP-136</b>	Revision: H Page 1 of 6
 <b>BREEZE • EASTERN</b> <small>Be Ready. Be Sure.</small>	<u>INSPECTION</u> Controlling Department	<u>10/27/2022</u> Release Date
<b>PROCEDURE FOR SUPPLIER SOURCE INSPECTION</b> Notes:		

RELEASE DATE: \_\_\_\_\_ *10-27-2022* \_\_\_\_\_  
 (signature / date; to be filled in only after all approvals received)

Approvals:

Operations:	Print	M. Burg	Signature	Approved in QT9	Date:	10/3/2022
Engineering:	Print	J. Fett	Signature	Approved in QT9	Date:	9/30/2022
Quality:	Print	A Moss	Signature	Approved in QT9	Date:	9/30/2022
Process Owner:	Print	P. Stauffacher	Signature	Approved in QT9	Date:	10/23/2022
Finance:	Print	N/A	Signature	N/A	Date:	N/A
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Legal:	Print	N/A	Signature	N/A	Date:	N/A
President:	Print	N/A	Signature	N/A	Date:	N/A
Other:	Print	R. Doherty	Signature	Approved in QT9	Date:	10/26/2022
Other:	Print	M. Brandel	Signature	Approved in QT9	Date:	9/30/2022
Other:	Print	N/A	Signature	N/A	Date:	N/A
FAA:	Print	N/A	Signature	N/A	Date:	N/A
Author:	Print	L. Novak	Signature	<i>Lars Novak</i>	Date:	9/29/2022

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## 1.0 PURPOSE & SCOPE:

### 1.1 Purpose:

- 1.1.1 This procedure provides general guidelines for the source inspection of Breeze-Eastern parts at Breeze-Eastern suppliers.

### 1.2 Scope:

- 1.2.1 This procedure applies to the source inspections performed at B-E suppliers by B-E Supplier Quality, or its authorized representative(s).
- 1.2.2 Source Inspection is performed based on processes, products, and/or performance.
- 1.2.3 Typically, all items by a 'Source Inspection' Supplier would be covered by this procedure. B-E may alter on a part-by-part and / or order-by-order basis as dictated by business needs / conditions.

## 2.0 REFERENCES & REGULATIONS:

### 2.1 Procedures

- 2.1.1 OP 06.1 Purchasing and Supplier Control
- 2.1.2 OP 14.1 Corrective and Preventive Action
- 2.1.3 Q10.001 Receiving and In-Process Inspections
- 2.1.4 QP-137 Purchase Order Quality Codes

### 2.2 Forms


- 2.2.1 QC Form 1108 – Accepted (Semi-Finished), Label (Yellow)
- 2.2.2 QC Form 1212 – Inspection Checksheet for Source Inspection
- 2.2.3 QC Form 1262 – Accepted by B-E Source Inspection, Label (Blue)
- 2.2.4 QC Form 1429 – Certified Supplier / Source Inspection addition, removal, or withdrawal

### 2.3 Other Documents

- 2.3.1 AS9100 Quality Management Systems – Requirements for Aviation, Space, & Defense Organizations

### 2.4 Regulatory Requirements

- 2.4.1 N/A

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### 3.0 ABBREVIATIONS & DEFINITIONS:

#### 3.1 Abbreviations

- 3.1.1 B-E Breeze-Eastern
- 3.1.2 PO Purchase Order(s)

#### 3.2 Definitions

- 3.2.1 N/A

### 4.0 RESPONSIBILITIES:


#### 4.1 Departmental Responsibilities

- 4.1.1 B-E's Supplier Quality, in cooperation with Purchasing & Inspection, designates which suppliers are to be designated as a source inspection supplier.
- 4.1.2 The B-E Supplier Quality Engineer or authorized B-E Representative will perform the required source inspection at the supplier's site.
- 4.1.3 B-E suppliers are totally responsible for the quality of the products supplied per the applicable purchase order, drawings, and specifications. Source inspection performed at the supplier's facility does not relieve the supplier from the requirement to comply with B-E's Purchase Order requirements, including the quality and performance of the end items.
- 4.1.4 Scheduling of source inspection is the responsibility of the supplier. The supplier must provide adequate notice to B-E to arrange source inspection.
  - 4.1.4.1 Scheduling of source inspection is typically done between the supplier and the B-E source inspector but can be processed through B-E's Purchasing Department.

### 5.0 PROCEDURE:

- 5.1 It is the responsibility of the Supplier to provide all the required facilities for the source inspector to perform source inspection. The source inspector must be provided with applicable specifications, purchase order, inspection check sheet, and all other documentation as required.
  - 5.1.1 The facility where source inspection is performed must have an adequate area for performing source inspection. The area must be well lit and clean, with all the necessary equipment for the required inspections




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immediately available and currently calibrated. The supplier must have an inspector or other qualified person available to assist in preparing source inspection if needed. Any special inspection equipment, if used to perform inspection, must be made available to the source inspector.

- 5.1.2 Vendor Corrective Action Requests (VCARs) are documented in accordance with the requirements of B-E's OP 14.1 as necessary.

## 5.2 Source Inspector's Procedure

- 5.2.1 Perform source inspection at supplier's facility per arranged schedules.
- 5.2.2 Verify supplier's inspection records including inspection check lists, certifications, and test results, as applicable.
- 5.2.3 Verify the availability and utilization of applicable drawings, specifications, and purchase orders (at current revisions).
- 5.2.4 Perform a review of applicable drawings, specifications, & POs.
  - 5.2.4.1 Reference applicable quality codes from QP-137, particularly #23
- 5.2.5 Verify that the tools and gages utilized for inspection are under an adequate calibration control system and within the calibration date specified.
- 5.2.6 Unless otherwise specified, audit a sample of parts for various part parameters. The source inspector determines the quantity of parts and specific parameters to inspect. The following categories are used to determine which parameters to inspect:
  - 5.2.6.1 determined key or important by the source inspector,
  - 5.2.6.2 determined key or important by past history,
  - 5.2.6.3 suspect of a discrepancy,
  - 5.2.6.4 discrepancies detected on previously submitted lots by same or other suppliers.
- 5.2.7 Document source inspection activities on Inspection Check Sheet for Source Inspection. (Reference QC Form 1212.)

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Notes:		

- 5.2.8 If sample source inspection results are acceptable, the Source Inspector will sign off the QC Form 1212 Checksheet for Source Inspection, and supplier's Certifications of Compliance with the notation "Parts Source Inspected and accepted by (signature, date)".

Note: The supplier is responsible for maintaining material and process certifications and applicable inspection records on file, available to B-E upon request.

- 5.2.9 For parts that are complete, fill out the "Accepted by B-E Source Inspector" label, QC Form 1262, stamp and sign it. The label is applied to the shipping container / package.

5.2.9.1 In the case of multiple part numbers in one box, a separate label is to be prepared for each part number and affixed to its package.

- 5.2.10 For parts that are not complete or are semi-finished, fill out the "Accepted (SEMI – FINISHED)" label, QC Form 1108, stamp and sign it. The label is applied to the shipping container / package.

- 5.3 Once parts arrive at B-E they are processed in accordance with Q10.001 Receiving and In-Process Inspections.


- 5.4 Supplier Removal/Withdrawal (as Source Inspection Supplier)

- 5.4.1 Source Inspection Suppliers can be removed from the program for the following reasons:

- 5.4.1.1 Continued unacceptable performance;
- 5.4.1.2 Failure to initiate corrective action;
- 5.4.1.3 Inadequate responsiveness to related correspondences;
- 5.4.1.4 Any other reason deemed necessary to ensure the quality and delivery of parts to B-E.

- 5.4.2 Source Inspection Suppliers may be withdrawn from this program upon written request from the supplier or written notification from B-E to the supplier.

- 5.4.3 Removal/withdrawal of a supplier(s) from the source inspection program is documented, using form QC 1429.

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## 6.0 REVISION HISTORY:

<i>REV</i>	<i>Release Date</i>	<i>AUTHOR</i>	<i>DESCRIPTION OF CHANGE(S)</i>
E	11/21/2008	N Harris	Rewrite to conform to new format. Delete reference to SIDCARs and invoke OP 14.1 in its place. Deleted requirements for QC Form 1260 and OP 06.1. Eliminate use of Form QC-1172. Added use of QC-1108 Form for Semi-Finished parts.
F	12/15/2016	A Moss	Revise & update
G	3/2/2020	T Covino	DCN 20-03QA
H	10/27/2022	L Novak	Added sec. 5.4 & 1.2.3; added reference to QC form 1429 for adding / removing suppliers; deleted sec. 4.2.1.1 & renumbered subsequent; and incorporated to latest template (QC-1298, Rev R).

*\* A revision's release date is to be filled in the above revision history table and document header once approved; to be the same as from top of page 1/ just under header.*



# Request For Document Action

**Doc. Name:** PROCEDURE FOR SUPPLIER SOURCE INSPECTION  
**Doc. #:** 5  
**Doc. Code:** 02-I-Level III-05  
**Publish Date:** 10/27/2022

## Document Info

**Doc. #:** 5      **Doc. Code:** 02-I-Level III-05      **Doc. Ref:** QP-136  
**Document Name:** PROCEDURE FOR SUPPLIER SOURCE INSPECTION  
**Doc Description:** This procedure provides general guidelines for source inspection of B-E parts at B-E suppliers.  
**Document Type:** Quality Procedure      **Department:** Inspection  
**Document Owner:** Rich Doherty      **Document Category:**

## Revision Info

**Requestor:** Lars Novak      **Resp. Party:** Lars Novak      **Status:** Active  
**Previous Revision:** N/A      **Current Revision:** H      **Document Location:** QT9  
**Document Author:**      **Physical Location:** B-E Intranet / Quality Dept archives.

### Description of change to document

☐ Training Required

Added sec. 5.4 & 1.2.3; added reference to QC form 1429 for adding / removing suppliers; deleted sec. 4.2.1.1 & renumbered subsequent; and incorporated to latest template (QC-1298, Rev R).

## Comments

Entry Date	Author	Entry
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## Collaboration

Collab User	Status	Date Completed	Notes
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## Affected Departments

Dept Code	Department	Inactive
E	Engineering	<input type="checkbox"/>
I	Inspection	<input type="checkbox"/>
M	Materials	<input type="checkbox"/>
O	Operations	<input type="checkbox"/>
Q	Quality	<input type="checkbox"/>

## Approvals

### Approvers

Approver	Approved	Date Approved
Alan Moss	<input checked="" type="checkbox"/>	9/30/2022

## Request For Document Action

**Doc. Name:** PROCEDURE FOR SUPPLIER SOURCE INSPECTION  
**Doc. #:** 5  
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Approver	Approved	Date Approved
Mike Brandel	<input checked="" type="checkbox"/>	9/30/2022
Rich Doherty	<input checked="" type="checkbox"/>	10/26/2022
Matt Burg	<input checked="" type="checkbox"/>	10/3/2022
Philip Stauffacher	<input checked="" type="checkbox"/>	10/23/2022
Jim Fett	<input checked="" type="checkbox"/>	9/30/2022

### Approval Notes

Entry Date	Author	Entry
October 27, 2022 04:38:59 PM -04:00	Lars Novak	Approved from new document queue
October 26, 2022 06:48:24 AM -04:00	Rich Doherty	Document Approved With the following notes:
October 23, 2022 02:09:04 PM -04:00	Philip Stauffacher	Document Approved With the following notes: Reviewed, approved
October 03, 2022 09:32:33 AM -04:00	Matt Burg	Document Approved With the following notes:
September 30, 2022 03:03:06 PM -04:00	Alan Moss	Document Approved With the following notes: Approved
September 30, 2022 11:46:40 AM -04:00	Jim Fett	Document Approved With the following notes:
September 30, 2022 11:00:31 AM -04:00	Mike Brandel	Document Approved With the following notes:

### User Defined Fields

### Affected Products

Product Name	Part Number	Description	Inactive
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